# TENNESSEE ACADEMY for SCHOOL LEADERS
## REQUEST FOR PROGRAM APPROVAL

## July 1, 2006 to June 30, 2007

**A.    GENERAL INFORMATION**
*(If more than one entity is co-sponsoring collaboratively, please list the contact person for the collaborative effort as well as the individual contact.)*

Program Coordinator: _____      Telephone (_____) _____

E-mail address: _____

System or Organization: _____

Address: _____

Signature of Director of Schools (LEA)/Executive Director (Organization):

_____

In order for the Tennessee Academy for School Leaders to properly facilitate the approval process, all applications requesting TASL Credit approval must be submitted ==at least 60 days prior to the event==.  The TASL Office will respond to the application within two (2) weeks of receipt, providing 45 days to advertise the event as TASL credited.

| Event Title | Date(s) | Hours Requested | Site/City |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |

Does the event have open registration?          Yes, please post to the TASL website…☐
                                                                  No, please do not post…………………☐
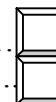
**Return the completed forms to**:
Dr. Dennis Bunch, TASL Director
Tennessee Department of Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN  37243-0376
(615) 253-2592 (office)
(615) 532-8312 (fax)

| **For TASL Office Use Only** |
|---|
| Date: Received _____  Approved _____ |
| TDE Initials: _____  Hours: _____ |
| Post to Web:  Yes_____  No _____ |
| Event Number: _____ |

# B. PROFESSIONAL DEVELOPMENT APPLICATION

*To secure TASL Credit, this document must be submitted at least* **60 days prior to the event**. *These criteria are organized under the four vital components for successful training and professional development activities that ensure that all activities maintain a level of quality consistent with the highest standards for training and professional development goals, and quality program delivery.* **Submit an agenda** *for each professional development event.*

## General Information:

What is the name of the event?  _____

Which of the Critical Issues does the event address?  (see Attachment A) _____

What is the duration of the event (hours, days and/or sessions)?  _____

## What is the research base that ties the training to increased student achievement?

## Evidence of need

How does this offering relate to the Tennessee Comprehensive System-wide Planning Process (TCSPP) or the Tennessee School Improvement Plan (TSIP) of the participants… or the student achievement data of the LEA, school or organization membership and how was the need assessed?

**Describe the CONTENT of the proposed professional development:**

The Content standards or characteristics are the "What" of professional development.  The characteristics include:

- Concerns relative to the new knowledge, skills, and understandings that are the foundation of any professional development effort.
- Deeper understanding of particular academic disciplines, specific pedagogical processes, or new role expectations and responsibilities.
- As professional knowledge expands, new forms of expertise and different responsibilities are required of practitioners at all levels.

**Describe the PROCESS of the proposed professional development:**

The Process variables are the "How" of professional development.  The process variables include:

- Primarily the type and form of the professional development.
- The planning, organization and logistical efforts of the training.

**Describe the CONTEXT of the proposed professional development:**

The Context characteristics are the "Who," "When," "Where," and "Why" of  professional development and they include:

- Involvement of the organization, system or culture in which the professional development occurs.
- Contexts adapted to meet the needs of the specific set of participants.

**Presenter / Trainer (Submit Bio): Please attach copy to application**

**Sustainability Plan:**  Briefly explain how you, the provider, will sustain the initiatives presented at this event?  What type of timeline will be used to complete the professional development?

**Evaluation Process:**  Describe the Evaluation Process and Follow-Up tool(s) you will use to measure the effectiveness of the activity.  A pre-training vs. post-training analysis of student achievement data is the most desired evaluation.  Level 1 evaluation from Guskey's Evaluation Model (see Attachment G) is attainable from the provided evaluation form (Attachment D).  How will you move the evaluation beyond the base level?  Other evaluation models can be used with sufficient evidence of evaluability.